

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **October 20, 2011 at 6:00 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

**PRESENT:** TERRY WATERMOLEN, CARLA BUBOLTZ, DON CARMICHAEL, CHRIS FROELICH, JOHN HICKEY, PAUL KEGEL and KATHY PLETCHER

**EXCUSED:** VICKY VAN VONDEREN

**ALSO PRESENT:** Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Curt Beyler, Kevin Raye (B.C. Information Services Network Manager)

President Terry Watermolen called the meeting to order at 6:00 p.m.

### APPROVE/MODIFY AGENDA

There were no modifications to the agenda. Motion by Kegel, seconded by Buboltz, to approve the agenda. **Motion carried.**

### MINUTES, BILLS AND COMMUNICATIONS

There were no modifications to the minutes and they stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

A letter of appreciation for the Paper Wall exhibit spearheaded by Mary Jane Herber (staff) was received from the Wisconsin Library Association. A copy of the letter John Hickey wrote to the County Executive indicating that he would not be seeking re-appointment to the Nicolet Federated Library System Board of Trustees was shared as well as a copy of the letter sent to John from the County Executive thanking him for his service. Terry noted that John was instrumental during his time on the NFLS Board and made great strides for the library. John also thanked Lynn Stainbrook for her advancements relating to NFLS. John distributed the minutes from the NFLS Personnel Committee meeting to point out a discussion related to a potential increase for staff compensation in 2012. A motion was made and seconded by John recommending a 0% increase. This resulted in a 3-3 tie. After further discussion the committee agreed to the 0% increase and will review the finances during the year while considering a merit system.

### OPEN FORUM FOR THE PUBLIC

No one from the public was present to address the Board.

### INFORMATION SERVICES REPORT ON SERVICES RECEIVED

Kevin Raye (BCIS) reported that Sarah Evers was imaging the additional eight laptops for the Central Library to include the wireless printing capability. She will reimage the 42 laptops purchased last year with the same features. The public PCs at Weyers-Hilliard and Central were replaced with the UWGB computers on September 20 and 30 respectively. The PV output monitor was installed and is working at Kress. Wiring was redirected at the Southwest Branch due to the bathroom renovation. Sue Lagerman and Al Pedi created a system-wide phone message that was used the day of the delayed opening due to staff development meeting. I.S. has been working with MK Sorting on the RFID project at the Southwest Branch. Symphony has experienced some slowdowns. A patch was applied and thought to correct the heavy workload. Kevin was working IBM and learned that the county's GIS application is using same server, therefore resulting in storage conflicts. Their compiled jobs increased workload activity and resulted in slowing Symphony down. Having this information will help in determining a solution. The purchase order for E-commerce has been submitted. A new project will implement Shoutbomb text messaging software. Kevin is making plans for a parallel upgrade for SAM (computer reservation system). The parallel server will allow IS to test and work on wireless servers before switching servers and going live. Bob Heimann is resigning effective November 11. The Bookmobile security camera cannot integrate its footage into Milestone. It can only capture images so Kevin is talking with vendors for a solution. Sarah may have found a Windows 7 feature that could be causing the SAM lockdown problem. I.S. is also working on determining if additional bandwidth to the East and Pulaski branches would solve their problems with printing digital photos.

Terry asked if laptops can be reserved through Sam. The decision was to exclude them from the reservation system so they would be available on a first-come, first served basis. Additional memory has been added to the laptops as well as wireless printing capabilities.

The problem with eProxy is an OCLC issue. Kevin attended CISCO training in Milwaukee and had a lot of instruction in wireless networks.

*Kevin Raye left the meeting at 6:17 p.m.*

## **FACILITIES REPORT**

### **a. Report of Central Library Renovation Task Force (Kathy Pletcher and John Hickey)**

Kathy and John met with Mayor Schmitt's development team and will follow up on their additional comments and thoughts. The Mayor feels the Central Library is important to Downtown's economic development. A presentation was also made to the Brown County Tax Payers Association. As municipalities benefit from a strong Central Library, the Task Force plans to meet with Hobart, Oneida and Lawrence administrators (HOLA) in January. Civic groups, including the Retired Men's Club, Kiwanis, and Jaycees will also be contacted. Meeting face-to-face with organizations is imperative to gaining support as questions can be answered directly and feedback can be given. There are potential federal energy grants that could be applied for but not before the County Board approves bonding in April, 2012. Kathy and John also met with Supervisor Zima who agreed that the task force should keep moving forward in getting the word out about the project. They plan to meet with individual county board members after budget meetings are over. Kathy will also give a presentation to the Friends of the Brown County Library Board at their November meeting.

### **b. Solar Energy Projects**

The solar panels at Kress and Weyers-Hilliard are finished and operating. One ton of CO2 was kept out of the air in the first ten days alone! Readouts on the inverters track energy savings, energy produced, etc. There will be some cost savings. There is an option to sell solar energy credits and save in a designated fund for future solar projects but that market is not very strong at this time. Only a few states are participating in this program. It will continue to be monitored. Credits do accumulate so they could potentially be sold at some point in the future.

### **c. Bathroom Projects**

The plumbing, tiles, paint, accessories, and doors will be completed shortly. Final inspection by Boldt will take place in the next week. Lynn Stainbrook commented that Southwest, in particular, is really opened up; each branch now has three restrooms, including a family restroom; and Sue Lagerman selected the tile and paint. In addition to looking very nice they also meet guidelines for ADA compliancy.

### **d. Other Activity**

The Kress space is nearly finished and the Green Bay Area Model Railroad Club, who has signed a lease, is "chugging along" on making the space ready for their occupancy.

Furniture moving and service point reorganization at Central is nearing completion. Public use chairs at Kress are being reupholstered with a 50,000 double rub upholstery. The skylight replacement at Central is scheduled for around Thanksgiving until Christmas.

Inmate labor has been secured for fall clean-up over the next couple weeks.

## **ACCOUNTANT'S REPORT**

**a. Financial Report** Lori distributed the financials for August and September, 2011. **Motion** by Carmichael, seconded by Hickey, to approve the August and September, 2011 financial reports. **Motion carried.**

### **b. Acceptance of Gifts, Grants and Donations**

**Motion** by Kegel, seconded by Pletcher to accept the August and September, 2011 Gifts Grants and Donations as follows:

#### **August 2011**

#### **Gifts & Donations**

08/04/11	Friends of Brown County Library	1,553.00	Adult Serv. Book trucks
08/04/11	Friends of Brown County Library	2,087.50	Cen., SW, Kress Projectors/Eq.
08/04/11	Friends of Brown County Library	851.10	Pulaski Outdoor Benches
08/04/11	Friends of Brown County Library	77.76	Southwest Tables
08/04/11	Friends of Brown County Library	58.20	Programming
08/11/11	Bill & Melinda Gates Foundation	10,400.00	Computer Equipment
08/11/11	Branch Buddies of Brown County Library	31.17	Weyers-Hilliard Programming
08/11/11	Branch Buddies of Brown County Library	462.05	Weyers-Hilliard Programming
08/11/11	Branch Buddies of Brown County Library	14.75	Southwest Programming
08/18/11	Ann Kapitz	500.00	Southwest Improvements
08/18/11	Gail Cordry - In Memory of MaryKay Washienko	25.00	Kress Materials
08/25/11	Branch Buddies of Brown County Library	102.34	Weyers-Hilliard Boombox
08/01/11	Ashwaubenon	28.16	Donation Box
08/01/11	Adult Services	7.07	Donation Box

08/01/11	Bookmobile	14.47	Donation Box
08/01/11	East	43.20	Donation Box
08/01/11	Weyers/Hilliard	51.70	Donation Box
08/01/11	Central Circulation	37.60	Donation Box
08/01/11	Kress	21.99	Donation Box
08/01/11	Pulaski	20.70	Donation Box
08/01/11	Southwest	57.67	Donation Box
08/01/11	Wrightstown	14.11	Donation Box
	<b>Total Donations</b>	<b>\$ 16,459.54</b>	

#### Federal & State Grants

		\$	
08/11/11	AT&T	118.20	E-Rate Funds
08/11/11	Nicolet Federated Library System	10,400.00	Gates Grant Match
08/18/11	Nsighttel Wireless LLC	403.20	E-Rate Funds
08/18/11	AT&T	1,026.60	E-Rate Funds
08/31/11	U.S. Department of Housing & Urban Development	305.35	Skylight Project
08/31/11	Nicolet Federated Library System	188.00	Continuing Education
08/31/11	Nicolet Federated Library System	1,197.92	Technology
08/31/11	Nicolet Federated Library System	565.45	Collection Development
	<b>Total Federal &amp; State Grants</b>	<b>\$ 14,204.72</b>	

#### September 2011

#### Gifts & Donations

09/01/11	Green Bay Community Service Club	200.00	Children's Programming
09/15/11	Friends of the Brown County Library	648.57	SW Office Panels
09/15/11	Friends of the Brown County Library	3,285.00	East Shelving
09/22/11	Branch Buddies of Brown County Library	250.00	Kress Performer
09/22/11	Branch Buddies of Brown County Library	74.99	WH Summer Reading Prog.
09/29/11	Stephen Stratton	2.00	Local History Materials
09/29/11	James Eshelman	20.00	Local History Materials
09/01/11	Ashwaubenon	24.34	Donation Box
09/01/11	Adult Services	3.19	Donation Box
09/01/11	Bookmobile		Donation Box
09/01/11	East	42.02	Donation Box
09/01/11	Weyers/Hilliard	38.96	Donation Box
09/01/11	Central Circulation	58.66	Donation Box
09/01/11	Kress	31.21	Donation Box
09/01/11	Pulaski	6.55	Donation Box
09/01/11	Southwest	62.00	Donation Box
09/01/11	Wrightstown	9.94	Donation Box
	<b>Total Donations</b>	<b>\$ 4,757.43</b>	

#### Federal & State Grants

09/01/11	Northeast Telephone	\$ 432.00	E-Rate Funds
09/01/11	CenturyTel	387.00	E-Rate Funds
09/30/11	U.S. Department of Housing & Urban Development	\$ 1,500.00	Skylight Project
09/30/11	Nicolet Federated Library System	\$ 7,083.62	Collection Development
	<b>Total Federal &amp; State Grants</b>	<b>\$ 9,402.62</b>	

Motion carried.

## **2012 BUDGET**

Ed & Rec approved the budget. Terry noted that Lynn Stainbrook did a great job presenting and explaining it. Reserve funds (\$94,000) were used to balance it but that is a practice that cannot be continued. Additional ways need to be found to save money. Ed & Rec seemed respectful and grateful for the work the library has done. Bill Clancy said nice words about the libraries – good value busy – complimented how the libraries are being run. Library support is evident. The County Board votes on the budget on Monday, November 7.

## **COMBINED LIBRARY ADVISORY COMMITTEE REPORT (DENMARK SCHOOL DISTRICT and BCL)**

Carla Buboltz reported that the committee met and it was a positive meeting. There were not any concerns from either party and the partnership is renewed. A media specialist position was recently filled by school. This committee plans to meet annually.

## **APPROVE 3M COGENT PROPOSAL**

Lynn Stainbrook gave background information on this proposal: 3M Cogent contacted Lynn and said they have clients looking for a location to do live fingerprint scanning. Libraries are good outlets to conduct this service because they often have extended hours and people are aware of that. The library would also generate income from providing this service. After much discussion about length of commitment, staff time, relation to library's mission, criteria for other similar opportunities that may arise, it was decided to collect references and upon review, if favorable, trial it for six months (the agreement can be cancelled by giving a 30 day notice), and review at that time. **Motion** by Carmichael, seconded by Buboltz, to approve the 3M Cogent Proposal subject to reference checks and 6-month review. **Motion carried.**

**REPORT OF WORK RULES COMMITTEE** A draft action plan was presented to the Ed & Rec Committee. The direction is to work through as many questions as possible. Ed & Rec has been good to work with and has suggested addressing as many concerns as possible in advance to ensure a smooth transition.

### **a. Approve Grievance Procedure Modification**

**Motion** by Hickey, seconded by Buboltz, to approve the grievance procedure with clarification of language to include, "The impartial hearing officer may only consider the matter presented in the initial grievance filed by the employee. The impartial hearing officer shall have no power to add to, subtract from, or modify the terms of Library policy or the rule that forms the basis for the grievance." **Motion Carried.**

### **b. Approve Discipline Procedure**

**Motion** by Kegel, seconded by Pletcher, to approve the discipline procedure. **Motion Carried.**

## **NICOLET FEDERATED LIBRARY SYSTEM**

### **a. Monthly update**

(See Communications)

### **b. NFLS Lease**

Lease calls for a percentage increase based on the Cost of Living. Terry negotiated the agreement and, as a good will gesture, kept a 0% increase. **Motion** by Carmichael, seconded by Pletcher, to accept the NFLS lease. **Motion carried.**

## **PRESIDENT'S REPORT**

None.

## **DIRECTOR'S REPORT**

All staff workshop went well. There was good attendance and good information was shared.

## **SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

None.

## **ADJOURNMENT**

**Motion** by Pletcher, seconded by Buboltz, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:40 p.m.

**NEXT REGULAR MEETING**

November 17, 2011

**Central Library**

**515 Pine Street, Green Bay**

**6:00 p.m.**

Respectfully submitted,

Carla Buboltz, Library Board Secretary  
Sue Lagerman, Recording Secretary